

Employment Announcement

Deputy Chief - Training

The Cy-Fair Volunteer Fire Department is accepting applications for the position of Department Training Coordinator, Deputy Chief.

Department Training Coordinator:

This position is under the supervision of the Assistant Chief – Training and Development. This position is responsible for developing, administering and evaluating curriculum and training aids in support of comprehensive training for the Department. In addition, the employee coordinates continuing education programs, serves as a liaison for training purposes to other fire departments and training institutions and state, federal, and local agencies.

Essential Job Functions:

Duties may include, but are not limited to the following:

- Develops, coordinates and implements programs related to, and evaluates, fire suppression, emergency medical service, hazardous materials, fire prevention, and special operations training activities; implements modifications to training programs as required to ensure effectiveness and current technical or procedural compliance.
- Evaluates and coordinates all training requests and scheduling for Department personnel to attend out-of-department schools, seminars and conferences.
- Ensures all training reports are accurate, complete, and maintained in compliance with applicable standards and practices.
- Ensures training records and files on all Department personnel are maintained. Completes necessary forms for submittal to appropriate state agency.
- Assists in the management of the Department through the development, administration, and implementation of Departmental policies, rules, regulations, procedures, budget plans, strategic plans and goal setting.
- Oversees the development of the Department training calendar and instructor schedules.
- Design programs or curriculums to support department's goals; knowledge and skills are job related; performance based; adult learning principles are utilized; and programs meet time and budget constraints.
- Develop an evaluation plan to collect, analyze and report data for program validation and participant feedback.
- Develop a system to acquire, store, disseminate, and evaluate feedback received to ensure it supports the goals that are consistent with department policies, federal, state and local laws.
- Develop a course evaluation plan to make sure objectives are measurable and follow department policies.

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- Evaluate instructors to identify areas of strengths and weaknesses. Recommend changes to improve instructional style and communication methods. In addition, provide an opportunity for instructor feedback
- Supervise other instructors and participants during training to guarantee that applicable safety standards and practices are followed in addition to meeting instructional goals.
- Attends schools, conferences and other meetings to keep abreast of current trends in the field; represents the Department in a variety of local, regional, county, state and other organizations and committees.
- Produces and submits yearly budget requests for training, schools, and supplies. Administers the Training Division budget on an ongoing basis.
- Performs other duties as assigned.

Required Education, Degrees, Certifications, Experience, and/or License:

- At least 5 years' experience working in or with a combination fire department
- Possession of a class B or higher, valid Texas Driver's license or ability to obtain within thirty (30) days.
- An Associate's Degree or higher from an accredited college or university with, with major course work in fire science, emergency medicine, education, public administration, behavioral science, or related fields. Any combination of training, education, and experience equivalent to the graduation from an accredited college or university will be considered.
- SFFMA Fire Officer II or TCFP equivalent
- SFFMA Instructor II or TCFP equivalent
- SFFMA FFII or TCFP equivalent
- TXDSHS Licensed/Certified EMS certification, Paramedic (preferred)

Desired Knowledge and Ability:

Knowledge of:

- Theories, principles and techniques used to facilitate adult learning
- Project planning and execution of principles and methods
- Principles of healthcare delivery systems and emergency medical services
- Principles of fire and rescue services
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Ability to:

- Analyze the effectiveness of departmental operations, to diagnose operational problems, and to correlate the Department's development with changing conditions within the community and industry.
- Train and supervise personnel in the duties of their position
- Follow verbal and written instructions
- Communicate effectively orally and in writing
- To establish effective working relationships with Department members, other agencies and the general public
- Recognize and apply the most effective methods for teaching skills and developing programs

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Cy-Fair Volunteer Fire Department
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- Develop computer based training programs
- Plan, coordinate and execute large public events or training programs
- Develop and implement long and short range goals and objectives
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments

Compensation: Up to \$70,000 annually; based on Qualifications and Experience

Benefits:

- Employee Coverage Health, Dental and Vision, 90% paid premiums; GAP plan 100% employer paid premium
- Family Coverage Health, Dental and Vision, 70% paid premiums
- Paid vacation and sick time
- 401k with employer match up to 6% employee contribution
- Department paid life insurance \$50,000
- Short term disability 100% employer paid premium

Schedule: Minimum 40 hours; various days, to include evenings and weekends

Contact: Please send Application, cover letter and resume to the address below:

**Cy-Fair Volunteer Fire Department
Attn: Human Resources
9630 Telge Road
Houston, TX 77095**

You may also Fax your Resume to: **281-550-7287**

You may also Email your information to: careers@cyfairvfd.org

It is the policy of the Cy-Fair Volunteer Fire Department to subject all employees to the following:

- Substance Abuse testing from an independent laboratory
- Criminal Background Investigation

Deadline: All applications and resumes must be received by 4:00 p.m., Friday, October 16, 2015.

Note: A cover letter is required for consideration for this position and should be attached to the front page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Applicants meeting the requirements stated above will be contacted to schedule an appointment to begin the interview process.

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